

GENERAL SERVICES ADMINISTRATION

Executive Registry

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Washington, D.C. 20405



APR 17 1969

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Honorable Richard M. Helms
Director, Central Intelligence Agency
Washington, D. C. 20505

Dear Mr. Helms:

For three days, May 26 through May 28, 1969, the General Services Administration will conduct a special conference for agency records management officers and their superiors. This conference is the eighth in a series of annual meetings which started in 1962. As in past years, the conference will cover subjects of prime importance to current and future Government-wide records management efforts.

The enclosed agenda describes briefly the subject matter to be covered during the scheduled sessions. Ample opportunity will be provided during each session for open discussion by participants. Officials attending are urged to express their views and to present for group consideration any specific paperwork problems they may have.

This year, the conference site will be the Sea Scape Motel in Ocean City, Maryland. There will be no fee for participation, except that the agencies will be expected to pay the travel and per diem expenses of their representatives.

We feel that the coverage and interest level of this year's conference will equal or exceed those of prior years. The sessions have been planned for the purpose of exploring the latest technology for information handling and techniques for reducing the volume of records. This meeting will provide an excellent opportunity for a critical examination of our objectives and efforts in the paperwork management field.

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We hope that the Central Intelligence Agency will be represented at the conference. We suggest that you have Mr. Robert L. Bannerman and [redacted] attend. Of course, if you wish to have someone else participate, we will be glad to receive your nominations.

Sincerely,

Robert L. Kunzig
Administrator

Enclosure

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